

Collection File Specification

Fall Classified Staff Accounting

Local ID: 05-09-010

Collection Set:

Effective: 9/1/2009

Abstract: All paraprofessional & classified employees employed by the district as of October 1 must be included in this report. This report is updated annually and is due to the Department of Education & Early Development by October 15 of each year.

Privacy:

Required: Required

Periodicity: October 1 Snapshot

Expiration:

Office: Assessment

Version: 1

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
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Item Details: Fall Classified Staff Accounting

Sect #	Item Name	Repeatable	Type	Length	Precision	Min / Max	Required	Format	Effective
	Field Name		Option Set				Element		Expiration
	<i>Definition</i>								
1 1	District Number DistrictID	<input type="checkbox"/>	Number	2	0	/	Required	99	9/1/2009
	<i>This is the district's unique state ID number</i>								
1 2	School Number SchoolID	<input type="checkbox"/>	Number	6	0	/	Required	999999	9/1/2009
	<i>This is the district's unique school code as assigned by EED. If a staff member works at more than one school, list them in each appropriate school with the corresponding FTE (his/her total FTE may not be greater than 100).</i>								
1 3	Last Name LastName	<input type="checkbox"/>	Text	35		/	Required		9/1/2009
	<i>This is the employee last name. This should match the last name submitted to the PFD or Teacher Certification. Remove all commas, asterisks and parentheses. Dashes are permissible.</i>								
1 4	First Name FirstName	<input type="checkbox"/>	Text	35		/	Required		9/1/2009
	<i>This is the employee first name. Remove all commas, asterisks and parentheses.</i>								
1 5	Middle Name MiddleName	<input type="checkbox"/>	Text	35		/	Optional		9/1/2009
	<i>This is the employee middle name or middle initial. Remove all commas, asterisks, and parentheses.</i>								

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1 6	SSN SSN	<input type="checkbox"/>	Number	9	0	/	Required	999999999	9/1/2009
<i>This is the employees' social security number. This should match the SSN submitted to Teacher Certification. No dashes.</i>									
1 7	Birth Date BirthDate	<input type="checkbox"/>	Date			/	Required	MM/DD/YY or MM/DD/YYYY	9/1/2009
<i>This is the employee's date of birth. This should match the date of birth submitted to the PFD or Teacher Certification.</i>									
1 8	Gender Gender	<input type="checkbox"/>	Text Gender	1		/	Required	X	9/1/2009
<i>The staff member's gender: M or F</i>									
1 9	Race Race	<input type="checkbox"/>	Number Race or Ethnicity	1	0	/	Required	X	9/1/2009
<i>The staff member's race/ethnicity</i>									
1 10	Hire Date HireDate	<input type="checkbox"/>	Date			/	Conditional	MM/DD/YY or MM/DD/YYYY	9/1/2009
<i>This is required for Paraprofessionals only. This is the date this person was hired as a paraprofessional.</i>									
1 11	Job Responsibility JobResponsibility	<input type="checkbox"/>	Text Classified Job Responsibility Codes	2		/	Required	XX	9/1/2009
<i>This is the primary job responsibility</i>									
1 12	Hired for SPED HiredForSPED	<input type="checkbox"/>	Text Yes-No-NA	1		/	Required	X	9/1/2009
<i>This field is used to determine if this employee is a Classified Nurses (CN) and was employed or contracted to provide special education and related services. Report an 'X' if the employee is not a Classified Nurse. If the employee is a Classified Nurse and just happens to provide some services to special education students, report N(o). If the employee is a Classified Nurse and was specifically employed or contracted to provide special education and related services and just happens to have non-special education students, report Y(es).</i>									
1 13	Title I TitleI	<input type="checkbox"/>	Text Yes-No-NA	1		/	Required	X	9/1/2009
<i>This identifies if this person is an instructional Title I paraprofessional. A Title I paraprofessional is any paraprofessional being paid with Title I Part A funds or working in a school with a SCHOOLWIDE Title I program.</i>									
1 14	Title I Hire Date TitleIHireDate	<input type="checkbox"/>	Date			/	Conditional	MM/DD/YY or MM/DD/YYYY	9/8/2009
<i>This identifies the date this paraprofessional employee was hired into a Title I program. This may or may not be the same date as the Date of Hire as a paraprofessional. If this person is not Title I, leave this blank.</i>									

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1	15	HS Diploma HSDiploma	<input type="checkbox"/>	Text	1	/	Conditional	X	9/1/2009
This is used to identify if this Title I Paraprofessionals has a high school diploma or a recognized equivalent (such as a GED)									
1	16	SPED Aide SPEDAide	<input type="checkbox"/>	Text	1	/	Required	X	9/1/2009
A flag indicating if this paraprofessional is a Special Education Aide									
1	17	SPED Aide 3-5 SPEDAide3-5	<input type="checkbox"/>	Text	1	/	Required	X	9/1/2009
A flag indicating if this Special Education Aide paraprofessional works primarily with 3-5 year									
1	18	Minimum Qualifications MinQuals	<input type="checkbox"/>	Number	1	0	/	Required	9
This is required for all employees but mainly used for Title I Paraprofessionals to identify the minimum qualifications met.									
1	19	FTE FTE	<input type="checkbox"/>	Number	3	1 / 100	Required	999	9/4/2009
This is the FTE for each individual reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. The total FTE for the Classified, Certified and Paraprofessional Staff Accounting should equal your district's total payroll FTE. If they work at more than one site, they will have an entry for each site with a corresponding FTE									
1	20	Federally Funded FTE FederallyFundedFTE	<input type="checkbox"/>	Text	1	/	Required	X	9/1/2009
This is the federal funding source, if applicable, for the FTE for this position									
1	21	Year Year	<input type="checkbox"/>	Fixed Text	4	/	Required	2015	10/13/2009
The current fiscal year - 2015									

Option Set Details Fall Classified Staff Accounting

Classified Job Responsibility Codes

Code	Description	Definition
I	Instructional	<i>Instructional – includes those who 1) provide 1-1 tutoring 2) assist with classroom management, such as organizing instructional materials 3) provide instructional assistance in a computer lab 4) conduct parent involvement activities 5) provide instructional support in a library or media center 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.</i>
C	Computer	<i>Computer – provides non-instructional assistance in a computer lab.</i>
P	Parental Involvement	<i>Parental involvement – only conducts parental involvement activities.</i>
L	Library	<i>Library – provides non-instructional support in a library or media center.</i>
T	Translator	<i>Translator – acts solely as an English/non-English language translator.</i>
S	SPED Interpreter	<i>SPED interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.</i>
A	SPED Personal Care Assistant	<i>SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides do not perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.</i>
AS	Administrative Support Staff	<i>Administrative Support Staff – include all district office staff that provides direct support to official and administrators including business office support and data processing. These staff members work primarily in central offices.</i>
OA	Officials and Administrators	<i>Officials and Administrators – include any administrator not included in the Certificated Staff Accounting who has district-wide responsibilities such as business managers and coordinators.</i>
SS	Support Staff	<i>Includes any staff member whose activities are concerned with support of the teaching and administrative duties. These staff members work primarily in individual schools and include staff in the office of the principal or department chairpersons, other clerical staff and secretaries.</i>
OS	Other Staff	<i>Includes any staff member on the payroll not reported in any other category, such as playground aides, bus drivers, cooks, lunchroom monitors, janitors if staff members, etc.</i>
CN	Classified Nurse	<i>Classified Nurse – Plans policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program; Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students.</i>

Federal Program Source

Code	Description	Definition
1	Title I-A, targeted assistance program	<i>Title I-A, targeted assistance program (do not include positions funded in a Title I-A Schoolwide program)</i>
2	Title II-A, teacher & principal training & class-size reduction	<i>Title II-A, teacher & principal training & class-size reduction</i>
3	Title III-A, LEP	<i>Title III-A, language instruction for limited English proficient students</i>
4	Title IV-A, safe & drug free schools	<i>Title IV-A, safe & drug free schools</i>
5	Title I-C, Migrant	<i>Title I-C, services to migrant education students or program</i>
6	Title II-D, enhancing education through technology	<i>Title II-D, enhancing education through technology</i>
X	Not funded by one of the above federal sources	

Gender

Code	Description	Definition
M	Male	<i>Man or Boy</i>
F	Female	<i>Woman or Girl</i>

Minimal Qualifications

Code	Description	Definition
1	Associates	<i>Holds an Associate's degree (or higher)</i>
2	2-years college	<i>Has earned two years of college credit (48 semester hour credits)</i>
3	HELP test and checklist	<i>Has passed the HELP test and the Paraprofessional Standards Checklist</i>
5	None of the above	<i>None of above</i>
X	Not Applicable	<i>Not applicable/ Not Title I Paraprofessional</i>

Collection File Specification

Race or Ethnicity

Code	Description	Definition
1	White (Caucasian)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or More Races	A student who primarily identifies their ethnic heritage with more than one subgroup.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Yes-No-NA

Code	Description	Definition
Y	Yes	
N	No	
X	Not applicable	

Data Validation Rules Details Fall Classified Staff Accounting

Rule ID	Rule	Description	Business Logic	Official Message	Detail Message	Effective
Severity	Applies to:	Sect	#	Item Name		Expiration

Collection File Specification

13001 **Required Field Missing** Missing Required Field Missing Required Field The record is missing required field {1} 9/1/2009

Error

1	1	District Number
1	2	School Number
1	3	Last Name
1	4	First Name
1	6	SSN
1	7	Birth Date
1	8	Gender
1	9	Race
1	11	Job Responsibility
1	12	Hired for SPED
1	13	Title I
1	16	SPED Aide
1	17	SPED Aide 3-5
1	18	Minimum Qualifications
1	19	FTE
1	20	Federally Funded FTE
1	21	Year

13002 **Field Exceeds Maximum Length** Field Exceeds Maximum Length Field exceeds maximum length The Field {0} exceeds its maximum length of {1} characters 9/3/2009

Error

1	3	Last Name
1	4	First Name
1	5	Middle Name

13101 **Bad District Number** The reported district number is not in the list of valid districts. Invalid District Number The District ID {1} is not a valid Number 9/1/2009
This is based on a view against Rolodex.dbo.districts

Error

1	1	District Number
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13102 **Bad School Number** Bad School Number The reported school number is not in the list of valid schools Invalid School Number The school number {1} is not a valid school number 9/1/2009
This is based on a view against Rolodex.dbo.schools

Error

1	2	School Number
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Collection File Specification

13201	Invalid Gender	Invalid Gender	Invalid Gender		9/3/2009
Error	1	8	Gender		
13202	Invalid Race	Invalid Race	Invalid Race/Ethnicity		9/1/2009
Error	1	9	Race		
13203	Invalid Job Responsibility	Invalid Job Responsibility	Invalid Job Responsibility		9/1/2009
Error	1	11	Job Responsibility		
13204	Invalid Hired for SPED	Invalid Hired for SPED	Invalid Hired for SPED	Invalid Hired for SPED	9/1/2009
Error	1	12	Hired for SPED		
13205	Invalid Title I	Invalid Title I	Invalid Title I	Invalid Title I	9/1/2009
Error	1	13	Title I		
13206	Invalid HS Diploma	Invalid HS Diploma	Invalid HS Diploma	Invalid HS Diploma	9/1/2009
Error	1	15	HS Diploma		
13207	Invalid SPED Aide	Invalid SPED Aide	Invalid SPED Aide	Invalid SPED Aide	9/1/2009
Error	1	16	SPED Aide		
13208	Invalid SPED Aide 3-5	Invalid SPED Aide 3-5	Invalid SPED Aide 3-5	Invalid SPED Aide 3-5	9/1/2009
Error	1	17	SPED Aide 3-5		
13209	Invalid Minimum Qualifications	Invalid Minimum Qualifications	Invalid Minimum Qualifications	Invalid Minimum Qualifications	9/1/2009
Error	1	18	Minimum Qualifications		
13210	Invalid Federally Funded FTE	Invalid Federally Funded FTE	Invalid Federally Funded FTE	Invalid Federally Funded FTE	9/1/2009
Error	1	20	Federally Funded FTE		
13211	invalid Year		Invalid Year	The value for Current Fiscal Year must be 2011	10/15/2009
Error	1	21	Year		

Collection File Specification

13401	Invalid SSN	Invalid SSN	Invalid SSN	The format of the Social Security Number should be 999999999	9/1/2009								
Error	<table><tr><td>1</td><td>6</td><td>SSN</td></tr></table>				1	6	SSN						
1	6	SSN											
13402	Invalid Date Format	Invalid Date format	Invalid Date Format	The format for the {1} date field should be MM/DD/YYYY or MM/DD/YY (four digit year preferred)	9/1/2009								
Error	<table><tr><td>1</td><td>7</td><td>Birth Date</td></tr><tr><td>1</td><td>10</td><td>Hire Date</td></tr><tr><td>1</td><td>14</td><td>Title I Hire Date</td></tr></table>				1	7	Birth Date	1	10	Hire Date	1	14	Title I Hire Date
1	7	Birth Date											
1	10	Hire Date											
1	14	Title I Hire Date											
13403	Invalid Name	Invalid Name	Invalid characters in Name	The {0} ({1}) contains one or more characters other than alphabetic characters, apostrophe, space, or hyphen	9/1/2009								
Warning	<table><tr><td>1</td><td>3</td><td>Last Name</td></tr><tr><td>1</td><td>4</td><td>First Name</td></tr><tr><td>1</td><td>5</td><td>Middle Name</td></tr></table>				1	3	Last Name	1	4	First Name	1	5	Middle Name
1	3	Last Name											
1	4	First Name											
1	5	Middle Name											
13404	Invalid FTE	FTE must be a whole number	FTE must be a whole number		9/1/2009								
Error	<table><tr><td>1</td><td>19</td><td>FTE</td></tr></table>				1	19	FTE						
1	19	FTE											
13501	User cannot submit data for this district	User cannot submit data for this district	User cannot submit data for this district	The user cannot process these staff since they are from a different district	9/3/2009								
Error	<table><tr><td>1</td><td>1</td><td>District Number</td></tr></table>				1	1	District Number						
1	1	District Number											
13502	School without support staff		School without support staff	The school {1} is open and operating but hs no paraprofessionals or classified support staff	9/1/2009								
Warning	<table><tr><td>1</td><td>2</td><td>School Number</td></tr></table>				1	2	School Number						
1	2	School Number											
13701	Instructional Aide and Schoolwide School Mismatch	Title I must be Y if the school is Schoolwide Title I.	Title I must be Y if the school is Schoolwide Title I.	Title I must be Y if the school is Schoolwide Title I.	9/1/2009								
Error	<table><tr><td>1</td><td>2</td><td>School Number</td></tr><tr><td>1</td><td>13</td><td>Title I</td></tr></table>				1	2	School Number	1	13	Title I			
1	2	School Number											
1	13	Title I											

Collection File Specification

13702	Missing Hire Date	Hire Date is required if job responsibility in (I, C, P, L, T, S ,A)	Missing Hire Date	Hire Date is required for Paraprofessionals	9/1/2009						
Error	<table><tr><td>1</td><td>10</td><td>Hire Date</td></tr><tr><td>1</td><td>11</td><td>Job Responsibility</td></tr></table>					1	10	Hire Date	1	11	Job Responsibility
1	10	Hire Date									
1	11	Job Responsibility									
13703	Missing Title I Hire Date	Hire Date cannot be null if Title I = Y	Missing Title I Hire Date		9/1/2009						
Error	<table><tr><td>1</td><td>13</td><td>Title I</td></tr><tr><td>1</td><td>14</td><td>Title I Hire Date</td></tr></table>					1	13	Title I	1	14	Title I Hire Date
1	13	Title I									
1	14	Title I Hire Date									
13704	Too Much Time	The sum of FTE for an individual can not exceed 100	Sum of FTE exceeds 100 percent	The sum of all the jobs for this individual exceeds 100	9/8/2009						
Error	<table><tr><td>1</td><td>6</td><td>SSN</td></tr><tr><td>1</td><td>19</td><td>FTE</td></tr></table>					1	6	SSN	1	19	FTE
1	6	SSN									
1	19	FTE									
13705	Missing HS Diploma	HS Diploma cannot be X if Title I is Y	Missing HS Diploma	HS Diploma cannot be X if Title I is Y	9/1/2009						
Error	<table><tr><td>1</td><td>13</td><td>Title I</td></tr><tr><td>1</td><td>15</td><td>HS Diploma</td></tr></table>					1	13	Title I	1	15	HS Diploma
1	13	Title I									
1	15	HS Diploma									
13706	School district mismatch	The submitted school does not belong to the submitted district	School to district mismatch	The submitted school does not belong to the submitted district	9/1/2009						
Error	<table><tr><td>1</td><td>1</td><td>District Number</td></tr><tr><td>1</td><td>2</td><td>School Number</td></tr></table>					1	1	District Number	1	2	School Number
1	1	District Number									
1	2	School Number									
13707	Special Ed Aide - Job Responsibility Mismatch		Special Ed Aide - Job Responsibility Mismatch	If JobResponsibility is (I,C,P,L,T,S,A) then SPEDAide should be Y or N	10/5/2009						
Error	<table><tr><td>1</td><td>11</td><td>Job Responsibility</td></tr><tr><td>1</td><td>16</td><td>SPED Aide</td></tr></table>					1	11	Job Responsibility	1	16	SPED Aide
1	11	Job Responsibility									
1	16	SPED Aide									
13708	Not Special Ed Aide - Job Responsibility Mismatch		Not Special Ed Aide - Job Responsibility Mismatch	If JobResponsibility is not (I,C,P,L,T,S,A) then SPEDAide should be X	10/5/2009						
Error	<table><tr><td>1</td><td>11</td><td>Job Responsibility</td></tr><tr><td>1</td><td>16</td><td>SPED Aide</td></tr></table>					1	11	Job Responsibility	1	16	SPED Aide
1	11	Job Responsibility									
1	16	SPED Aide									

Collection File Specification

13709	Title I Job Responsibility Mismatch		Title I - Job Responsibility Mismatch	If JobResponsibility is not 'I' then Titel should be X	10/5/2009									
Error	<table><tr><td>1</td><td>11</td><td>Job Responsibility</td></tr><tr><td>1</td><td>13</td><td>Title I</td></tr></table>					1	11	Job Responsibility	1	13	Title I			
1	11	Job Responsibility												
1	13	Title I												
13710	Minimum Qualifications Invalid Entry		Minimum Qualifications Invalid Entry	If Job Responsibility = I and Title I = Y then Minimum Qualifications must be 1, 2, 3, or 5; X otherwise.	10/15/2009									
Error	<table><tr><td>1</td><td>11</td><td>Job Responsibility</td></tr><tr><td>1</td><td>13</td><td>Title I</td></tr><tr><td>1</td><td>18</td><td>Minimum Qualifications</td></tr></table>					1	11	Job Responsibility	1	13	Title I	1	18	Minimum Qualifications
1	11	Job Responsibility												
1	13	Title I												
1	18	Minimum Qualifications												
13712	Unnecessary HS Diploma		Unnecessary HS Diploma	If Titel = N or X then HSDiploma must be X	10/15/2009									
Error	<table><tr><td>1</td><td>13</td><td>Title I</td></tr><tr><td>1</td><td>15</td><td>HS Diploma</td></tr></table>					1	13	Title I	1	15	HS Diploma			
1	13	Title I												
1	15	HS Diploma												
13713	Missing SPED Aide 3-5		Missing SPED Aide 3-5	If this Paraprofessional IS a SPED Aide, SPED Aide 3-5 year old entry should be Y or N	10/15/2009									
Error	<table><tr><td>1</td><td>16</td><td>SPED Aide</td></tr><tr><td>1</td><td>17</td><td>SPED Aide 3-5</td></tr></table>					1	16	SPED Aide	1	17	SPED Aide 3-5			
1	16	SPED Aide												
1	17	SPED Aide 3-5												
13714	Unnecessary SPED Aide 3-5		Unnecessary SPED Aide 3-5	If this Paraprofessional IS NOT a SPED Aide, SPED Aide 3-5 year old entry should be X.	10/15/2009									
Error	<table><tr><td>1</td><td>16</td><td>SPED Aide</td></tr><tr><td>1</td><td>17</td><td>SPED Aide 3-5</td></tr></table>					1	16	SPED Aide	1	17	SPED Aide 3-5			
1	16	SPED Aide												
1	17	SPED Aide 3-5												
13715	Title I Instructional Paraprofessional, Not Title I School	TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.	TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.	TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.	9/1/2009									
Error	<table><tr><td>1</td><td>2</td><td>School Number</td></tr><tr><td>1</td><td>13</td><td>Title I</td></tr></table>					1	2	School Number	1	13	Title I			
1	2	School Number												
1	13	Title I												

Collection File Specification

13717 **Missing Title I**

Missing Title I

If employee IS an instructional paraprofessional (JobResponsibility = I), TitleI should be Y or N

10/15/2009

Error

1	11	Job Responsibility
1	13	Title I

13719 **JobResponsibility <-->
Hired for SPED
mismatch**

Invalid Hired for SPED

If JobResponsibility = CN then HiredForSPED must be Y or N; X otherwise.

10/15/2009

Error

1	11	Job Responsibility
1	12	Hired for SPED

13720 **Invalid SPED Aide for
SPED Interpreter**

If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.

Invalid SPED Aide for SPED Interpreter

If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.

8/3/2010

Error

1	11	Job Responsibility
1	16	SPED Aide

13721 **Invalid SPED Aide for
SPED Personal Care
Assistant**

Invalid SPED Aide for SPED Personal Care Assistant

Invalid SPED Aide for SPED Personal Care Assistant

If employee is a SPED Personal Care Assistant (Job Responsibility = A) then SPED Aide entry should be Y.

8/3/2010

Error

1	11	Job Responsibility
1	16	SPED Aide